

Ryan White Advisory Group

Serving Anson, Cabarrus, Gaston, Mecklenburg, Union, and York Counties

Meeting Minutes

Wednesday, May 23, 2018; 11:30am-1:30pm

Hal Marshall Annex Conference Room

618 N. College Street, Charlotte

Meeting goals

1. Review Group Agreements, Bylaws, and Grievance Procedures
2. Review Membership standards and establish workgroups
3. Review Application, Conflict of Interest Disclosure, and Confidentiality Agreement

Attendance

James Settles, Renee Bunche, Chris Jones, Dana Reid, Michael Bivens, Brian Ballard, Bob Winstead, Heather McCutcheon, Cheryl Roberge, Vivian Perlman, Catherine Kamara, Antwine Mitchell, Michael Leonard, Jourdan Hawkins, Amaka Ekwonu, Diogo Medina, Liz Mallas, Chelsea Gulden, Morqué Bostic, Christina Adeleke, Jennifer Pepper, Kayla Earley

Ryan White staff also attended: Luis Cruz, Gabriela Montilla-Perez, Valetta Rhinehart, Dorothy Alexander, Domonique Brown, Marquis Eure

Meeting minutes

Welcome & Introductions

Kayla Earley introduced herself as the new Ryan White Advisory Group Administrator. Members introduced their names, pronouns, affiliations, and reason for attending.

Surveys

Brian Witt and Quinn Barnette from Mecklenburg County Public Health's HIV/STD Investigations Department conducted a brief, anonymous paper survey with the group. The survey asked people to share their "View of the Importance of HIV-related issues in Mecklenburg County" using a ranking mechanism. Whitt will share the data results with Earley, who will incorporate into August's data presentation. Participants interested in contacting Whitt may do so at Brian.Witt@MecklenburgCountyNC.gov.

Group Agreements

The group developed a list of meeting guidelines and agreed to follow these guidelines during meetings. Group Agreements include:

- ✓ No side bar conversation, speak one at a time
- ✓ What is said here stays here
- ✓ Respect one another's opinions and boundaries
- ✓ Step up, step back
- ✓ Disagree without being disagreeable
- ✓ Stay within our scope of work
- ✓ Be realistic
- ✓ Ask for clarification

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Presentation by Jennifer Pepper, Planning CHATT Technical Assistance Consultant

Pepper visited the group to provide guidance and structure. Pepper explained her role with technical assistance, HRSA's expectations, and reasons for making changes to meet HRSA's standards. Pepper also explained the difference between the Advisory Group (Planning Body) and Consumer Advisory Board, stating that these two groups are currently complementary but may decide to merge later. Pepper to share Charlotte TGA's Technical Assistance plan with additional resources via email to the group.

Bylaws and Membership

Pepper walked the group through the draft bylaws, which outline the Planning Body's purpose, membership requirements, officers, meetings, code of conduct, workgroups, management and operations, record keeping, grievance procedures, and conflict of interest. The draft bylaws include an appended Grievance Form. Anyone who wishes to recommend edits to the bylaws should do so via email to Kayla.Earley@MecklenburgCountyNC.gov by June 8, 2018.

The group also reviewed the membership application. All participants must reapply. For this round of applications, the Consumer Advisory Board will review applications and make recommendations to Health Director Gibbie Harris, who officially appoints members. The group will aim to complete applications and submit to Earley by June 8, 2018. Membership applications will be accepting ongoing until all seats are filled.

Participants who plan to apply for membership indicated which category(ies) they represent under HRSA's mandated categories (See Article III, Section 2 of the bylaws). The group identified gaps in category representation and made recommendations for other members. The following participants volunteered to contact these people/agencies:

Potential member	Category	Who is responsible for contacting
NC Harm Reduction Coalition	Substance use	Kayla Earley
Crew/Cadre	Substance use	Chelsea Gulden
McLeod Center	Substance use	Chelsea Gulden
Urban Ministry	Homelessness services	Liz Mallas
Sarah (nurse from Anson)	Local public health agency	Luis Cruz
Time Out Youth	Youth LGBTQ+ services	Chelsea Gulden
Amity	Mental health	Brian Ballard
One Charlotte Initiative	Hospital planning agency	Liz Mallas
State Medicaid rep	State Medicaid Agency	Bob Winstead
SC DHEC	State Part B Agency	Valetta Rhinehart
VA	Federal HIV program	Liz Mallas

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Next meeting dates

Earley walked the group through upcoming HRSA deadlines and tasks that the Planning Body must complete. The group agreed to meet on the following dates for the indicated purposes:

- ✓ **June Elections:** Wednesday, 6/20/2018; 11:30 am – 12:15pm; Hal Marshall Annex (618 N. College St. Charlotte)
 - **Those interested in running for election should let Earley know by June 15.**
 - Officer positions include:
 - Advisory Group Co-Chair who is a consumer of Ryan White Part A services
 - Advisory Group Co-Chair who represents the HIV service system
 - Secretary
 - Chair of Needs Assessment Workgroup
 - Chair of Membership Workgroup
 - This meeting will take 30 minutes or less for voting, and members will sign up for workgroups. Members will meet informally with their workgroups at the end to discuss responsibilities and workgroup meeting dates.
- ✓ **July Orientation:** Wednesday, 7/25/18; 11:00 am – 2:00 pm; Hal Marshall Auditorium (700 N. Tryon St. Charlotte)
 - **All members must complete orientation once. Alternate orientation dates will be made available** if members cannot attend this first orientation session.
- ✓ **August Priority Setting and Resource Allocation:** To be decided at June meeting
 - All voting members should strive to attend this meeting, as this is our most important responsibility. This meeting will take approximately 4 hours and will include a data presentation before the process of PSRA.

Next steps required by Health Resources & Services Administration (HRSA):

Goal	Workgroup responsible	By when
Revise and implement Priorities Setting and Resource Allocation (PSRA) process	Needs Assessment	6/30/18
Implement at least one recruitment strategy to attract people living with HIV	Membership	8/31/18
Conduct Orientation with all members and Ryan White staff	Membership	9/30/18

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What did we do well? What can we improve?

Earley asked the group to provide feedback on what we did well during this meeting and what should be changed. Participants provided this feedback orally and on paper. Responses include:

What we did well	How we can improve
A lot of well-informed information was presented efficiently	Ensure everyone can access the meeting by having someone at the door
The meeting was engaging, not boring	Different food
Facilitated input from entire group	More hands-on participation
Name cards were pretty	Larger font on name cards
Friendly/welcoming	
Timely, kept to agenda	

Closing

Adeleke informed the group of a statewide opportunity to get involved in HIV advocacy: HIV Speaks on Jones Street, a day of advocacy with state leaders sponsored by North Carolina AIDS Action Network. Adeleke brought postcards with event details and encouraged interested parties to contact her with questions, to RSVP, or to schedule transportation.

Earley thanked everyone for attending and agreed to send meeting minutes, Planning CHATT TA plan, draft bylaws, membership application, and next meeting agenda to the group by the end of the week. Earley asked that consumers who utilize transportation assistance let her know at least 1 week in advance (by June 13). Anyone who has questions or concerns may contact Kayla.Earley@MecklenburgCountyNC.gov or 980-314-1602.